



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**  
**Regular Meeting Minutes**  
**Thursday, April 2, 2009**  
**4:00 P.M., City Hall Room 103**

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**I. CALL TO ORDER**

Civil Service Commission President David Newsome called the meeting to order at 4:18 p.m. Also present were Civil Service Commission Vice President Shontea Jenkins and Civil Service Personnel Director Karen Scholle. Commissioner Brink was absent.

**II. MINUTES**

With no corrections to the minutes from the March 5, 2009 regular Civil Service Commission meeting minutes, the following motion was made:

**Motion by Vice President Jenkins, support by President Newsome, to accept and adopt the minutes of the March 5, 2009, regular Civil Service Commission meeting as they stand.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.**  
**Motion passes.**

**III. ACTION AGENDA**

**A. Approval of Request for Medical Leave of Absence/Leisure Services**

Leisure Services Customer Service Representative I Angela Morse requested medical leave for surgical needs. As the Commissioners had no questions beyond information presented in the request, the following motion was made:

**Motion by Vice President Jenkins, support by President Newsome, to approve the medical leave request for Angela Morse.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.**  
**Motion passes.**

**B. Rule III, Section 14 – Examination Grades Change**

President Newsome indicated the current passing test requirement is 60%; that one of the items management felt Civil Service could work with them on was raising the bar for new employees and there was no opposition to this when it was put on the agenda for input.

**Motion by Vice President Jenkins, support by President Newsome, to raise the open competitive passing test score to 70 percent.**

**VOTE: President Newsome, yes; Vice President Jenkins, yes.**  
**Motion passes.**

**IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT**

**A. Seasonal and Temporary Services Contract**

The Director reported that at long last a seasonal and temporary service provider—Beacon Services out of Holland and Grand Rapids--has been selected and a draft of the formal contract has been forwarded to Beacon's president. Beacon will have a Muskegon presence so applicants do not have to travel to their offices to apply for employment. The City is running an ad in the local newspaper and on Mlive the weekend of April 5 to advertise the employment opportunities. All neighborhood associations received multiple copies of the opening announcements and the EEO mailing went out also.

**B. FMLA Policy Revision**

The policy revision is complete and ready for distribution to the workforce. Sign-off sheets will be required for this effort. The City again is in compliance with the Federal compliance with this revision.

**C. Employee Newsletter**

First 2009 edition is almost ready to go.

**V. STATUS OF RECRUITMENTS**

A. City Part-time/Limited Positions 2009: Applications are picking up with 14 applications for Senior Transit Worker, 7 for School Crossing Guard and 8 for Marina Aide on file. Also there is one application each for aquatics director, engineering aide and facility supervisor for summer work.

B. Customer Service Representative I 2008-09: There are 108 applications on file.

C. Beacon Services Contractual Seasonals: Receiving applications for the Public Works and Leisure Services summer positions and working closely with the contractor. Office contractual workers are transitioning over to the new provider also.

D. Leisure Services Maintenance Worker II (with CDL): Leisure Services Maintenance Worker I Randy Schneider was the successful promotional candidate for this position.

E. Mechanic: One requisition is on hold per DPW management.

F. Police Officer 2008-2009: There are 39 applications on file.

G. Police Captain: Lieutenant Andrew (Andy) Olson was the successful candidate for this position, moving to the Police Patrol Division on March 8.

H. Police Lieutenant: Sergeant Tim Lewkowski won promotion to this position effective March 8, 2009.

I. Police Sergeant: Police Officers Michael Haug, James Gust and Steven Waltz promoted to Police Sergeant with March 8 appointment dates.

**VI. APPOINTMENTS**

**A. New Appointments:**

**Permanent**

**Part-time or Seasonal Employees:**

Debra Jensen, CSR I – 3/9/09

**Promotions:**

**Permanent Employees**

**Part-time or Seasonal Employees:**

Egan Porter, Marina Aide – 4/1/09

John Irving, Marina Aide – 4/1/09

James Berkel, Facility Supervisor – 4/1/09

B. Transfers:

D. Temporary Assignments:

F. Other

## VII. SEPARATIONS

A. Resignation:

**Permanent Employees**

Catrina Eller, CSR II – 3/6/09

B. **Part-time or Seasonal Employees:**

C. Other

**Retirements:**

**Termination**

## VIII. OTHER PERSONNEL ACTIONS

A. **Certificates of Training Excellence:**

Brian Marek, Firefighter, received a certificate for completing the ICS for Single Resources and Initial Action Incidents course with FEMA.

Brian Marek, Firefighter, received a certificate for completing the Introduction to the Incident Command System course with FEMA.

Joe Hannon, Fire Lieutenant, received a certificate for completing Triage Training Day at Mona Shores High School for the Muskegon County Medical Control Authority.

B. **Letters of Appreciation:**

## IX. OLD BUSINESS:

## X. OTHER BUSINESS

A. **Temporary Staffing Services**

CNS	\$1,167.30	(02/22/09-02/28/09)
CNS	\$1,096.57	(03/08/09-03/14/09)
<b>TOTAL</b>	<b>\$2,263.87</b>	

B. Roberts Rules Refresher

## XI. ADJOURNMENT

With no further business to attend to, the meeting adjourned at 4:36 p.m.

Submitted by,

Karen A. Scholle, Civil Service Personnel Director

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CITY COMMISSION AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

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Ann Marie Becker, City Clerk  
933 Terrace Street  
Muskegon, MI 49440  
(231) 724-6705

(04 02 09 CSC Minutes)